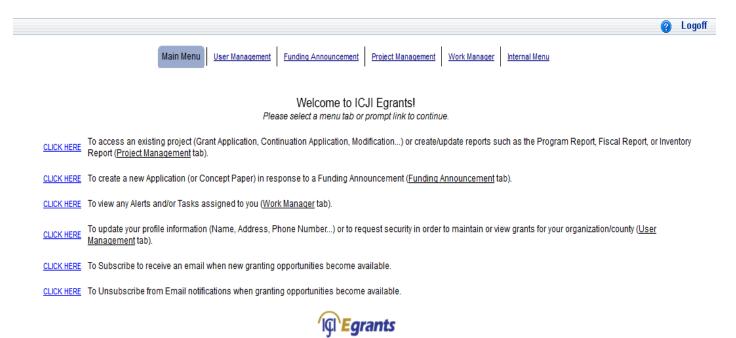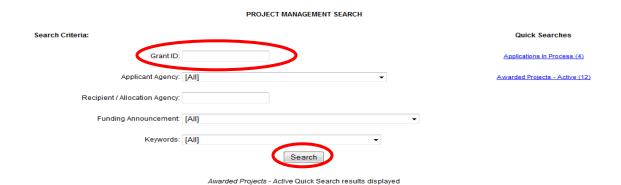# How to Complete a Fiscal Report in Egrants

This document will walk you through how to complete a Fiscal Report (formerly Financial Report) within the Egrant System.

➢ Log into Egrants and you will come to the screen below:

➢ To find your application click on the top "Click Here" link and enter your grant ID number then hit search button. If you do not know your Grant ID, you can type in a "%" to generate a generic search.

➢ Once you have found your grant ID (on the left hand side in the table as a **blue** link), select the grant ID number. You will then be taken to following screen of the Project Summary page. Once you are on the Project Summary, select the monitoring link at the top of the page.

Main Menu | User Management | Funding Announcement | Project Management | Work Manager | Internal Menu

Project Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: **Project Title:**
Status: Open - Awarded   **Fund Announcement:**

PROJECT SUMMARY

CLICK HERE To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).

CLICK HERE To view any Audit Information for this grant (Audit menu item).

CLICK HERE To view the current financial information for this grant such as payments and funding sources (Fiscal Details menu item).

CLICK HERE To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

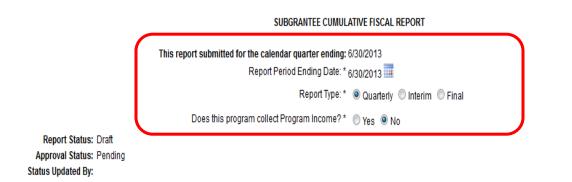| Phase	Documents	Start - End Dates	Status
1838 :	Create Project Modification Request (PMR)		
	Modifications 1	4/1/2013 - 3/31/2014	Open - Awarded ⭐Ⓟ
	Application	4/1/2013 - 3/31/2014	Open - Awarded

View Issues/Comments

- Clicking on the monitoring link will take you to the Monitoring Main Summary Page. Select the "Create Fiscal Report" button.

When filling out a fiscal report, pay close attention to the items that are in the red box below.

- Fiscal Reports will need to be submitted on a quarterly basis (June, September, December and March).
- If Fiscal Reports are going to be submitted monthly for reimbursement, you will need to select the interim report button AND change the calendar date to the end of the month you are requesting. If you submit a Fiscal Report at the end of each month, you will still be required to submit a quarterly report at the end of the each quarter.
- DO NOT MARK THE REPORT TYPE AS FINAL UNLESS YOU HAVE REPORTED ALL EXPENDITURES FOR THE GRANT PERIOD.

How to Complete the **Financial Information** Section at the Top:

Financial Information	Budget	Grant Funds Paid This Period 4/1/2013-6/30/2013	Total Cumulative Expenses	Total Funds Received To Date	Claim This Period Σ
Federal	20,348.00	0.00	0.00	0.00	0.00
State	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	2,261.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
Total Σ	22,609.00	0.00	0.00	0.00	0.00

ⓘ Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

> ➢ Enter the amount of JABG funds you are requesting on the Federal line under the "Grant Funds Paid This Period" column at the top of the table.
> ➢ If you are reporting match, you will report the amount in the Cash Match (New Approp) line.

For the quarterly reports required by the Egrants system, it is fine to just hit the submit button with all zeroes in the columns.

Note The fiscal report should be reflective of the budget in the Project Modification Request (PMR) showing the Federal Funds and Match Funds in separate columns.

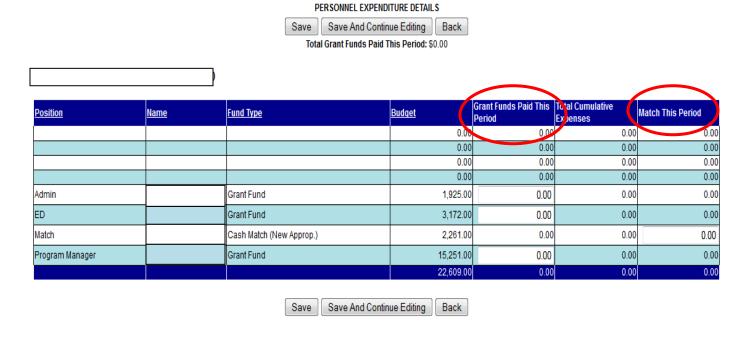How to Complete the **Financial Information** Section at the Bottom:

ⓘ Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Grant Funds Paid This Period 4/1/2013-6/30/2013	Match Funds Paid this Period 4/1/2013-6/30/2013	Total Cumulative Expenses	% Over Budget ❓
Personnel	20,348.00	2,261.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	20,348.00	2,261.00	0.00	0.00	0.00	0.00

ⓘ Select a Program Income category then click the plus link to start entering Program Income details.

Program Income Add: ➕ Earned ▾ No Records for Program Income...

➤ The Approved Budget Categories you are able to report on will be a blue link (i.e. Personnel, Travel, Consultants, etc…). To report expenses in a particular category, click on the Budget Category. Below is an example of what a Budget Category will look like.

PERSONNEL EXPENDITURE DETAILS

Save | Save And Continue Editing | Back

Total Grant Funds Paid This Period: $0.00

Position	Name	Fund Type	Budget	Grant Funds Paid This Period	Total Cumulative Expenses		Match This Period
				0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
Admin		Grant Fund	1,925.00	0.00	0.00	0.00
ED		Grant Fund	3,172.00	0.00	0.00	0.00
Match		Cash Match (New Approp.)	2,261.00	0.00	0.00	0.00
Program Manager		Grant Fund	15,251.00	0.00	0.00	0.00
			22,609.00	0.00	0.00	0.00

Save | Save And Continue Editing | Back

➤ Depending on the Fund Type (Grant Fund or Cash Match) the system will let you know what available columns you are able to enter in expenses.
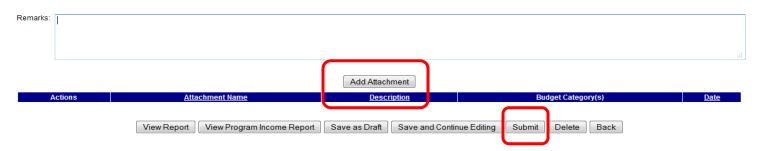
Position	Name	Fund Type	Budget	Grant Funds Paid This Period	Total Cumulative Expenses		Match This Period
				0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
Admin		Grant Fund	1,925.00	100.00	0.00	0.00
ED		Grant Fund	3,172.00	100.00	0.00	0.00
Match		Cash Match (New Approp.)	2,261.00	0.00	0.00	200.00
Program Manager		Grant Fund	15,251.00	200.00	0.00	0.00
			22,609.00	0.00	0.00	0.00

Save | Save And Continue Editing | Back

By clicking on the "Save and Continue Editing" button, the expenses in each column will total at the bottom of the table. When you are done with entering your expenses click on the "Save" button and the system will take you to the Main Summary of the Cumulative Fiscal Report.

Note You will repeat this for each Budget Category you are reporting expended Federal and Match funds.

➢ Once you have entered all of your information into the Financial Information (top section) and Budget Categories (bottom section), you will want to make sure that the Total lines for both sections match. The numbers should match because you are reporting the same information in each section.

Financial Information	Budget	Grant Funds Paid This Period 4/1/2013-6/30/2013	Total Cumulative Expenses	Total Funds Received To Date	Claim This Period Σ
Federal	20,348.00	400.00	400.00	0.00	(400.00)
State	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	2,261.00	200.00	200.00	0.00	(200.00)
In-Kind Match	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
Total Σ	22,609.00	600.00	0.00	0.00	(600.00)

ⓘ Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Grant Funds Paid This Period 4/1/2013-6/30/2013	Match Funds Paid this Period 4/1/2013-6/30/2013	Total Cumulative Expenses	% Over Budget ❓
▶ Personnel	20,348.00	2,261.00	400.00	200.00	600.00	0.00
🗂 Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
🚌 Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00
🔧 Equipment	0.00	0.00	0.00	0.00	0.00	0.00
🖳 Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
👥 Consultants	0.00	0.00	0.00	0.00	0.00	0.00
🏛 Construction	0.00	0.00	0.00	0.00	0.00	0.00
$ Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	20,348.00	2,261.00	400.00	200.00	600.00	0.00

➢ After you have verified the Total lines match, click the Add Attachment button to upload your back-up/supporting documentation. Once the documentation is added, click the Submit button.

Remarks: [   ]

[Add Attachment]

Actions	Attachment Name	Description	Budget Category(s)	Date

[View Report] [View Program Income Report] [Save as Draft] [Save and Continue Editing] [Submit] [Delete] [Back]

***If the Fiscal Report is submitted without the back-up/supporting documentation, it will be returned back to you so you can attach the appropriate documentation.

After you click Submit, this screen will appear:

Fiscal Report Submission Confirmation

I certify that, to the best of my knowledge and belief, this report is accurate and complete and that all expenditures and outstanding subgrantee obligations are for the purposes set forth in the application as approved by ICJI; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJI's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

Agree   Back

This serves as your signature as you are agreeing the information you have entered is complete and in compliance with the guidelines.

- ✓ Clicking Agree will take you back to the Main Summary page of reporting and you will be able to see the approval status. Once the approval status is approved, an invoice is submitted to out fiscal department for reimbursement.